

TABLE OF CONTENTS

Introduction

Driving University Vehicles.....	1
Authorized Drivers	1
Licensing Requirements.....	2
Quality Point Systems	2
Driver Licensing Requirements	3
University-Owned Vehicles	4
Department Vehicle Fleet.....	4
School Bus Fleet	5
Vehicle Fleet Usage	5
Vehicle Restrictions	7
Designation & Assignments.....	7
Prolonged Assignments.....	7
Singular Use Assignment	8
Obtaining & Returning Vehicles.....	9
Overnight Retention	10
Transportation Rate Schedules.....	10
Vehicle Maintenance and Service	11
Gasoline and Diesel Fuel.....	12
Vehicle Wash Facility	12
Vehicle Accident Reporting	12
Vehicle Insurance.....	14
Additional Department Services	14
Trip Requests	14
Messenger Service	15
Shuttle Service	16
Summary	17

Transportation Department Campus User Manual

Introduction

To effectively and efficiently serve the transportation needs of Gallaudet University programs and activities, the Transportation Department has developed the following guidelines and procedures for the use of all university-owned vehicles and services.

The Transportation Department is located in the Appleby Building at Sixth and Florida Avenue, NE. All university-owned vehicles, except for those assigned to users on a prolonged basis, are parked and housed at this location.

Driving University Vehicles

Authorized Drivers

Faculty and staff of the University, at least 21 years of age with proper departmental authorization and a valid state driver's license, may operate a university-owned vehicle on official university business. Students may not operate university-owned vehicles, though graduate students can for purposes of employment at Gallaudet. The Transportation Department conducts a road test and screens prospective drivers prior to permitting an individual to operate a university-owned vehicle. The Transportation Department reserves the right to revoke driving privileges of any employee with cause.

Gallaudet employees may operate university-owned vehicles if all of the following conditions are met:

- ✓ His/Her job and/or responsibilities require the use of a motor vehicle;
- ✓ He/She has secured approval from the Budget Unit Head;

- ✓ He/She has been screened, road tested, and authorized to drive by the Transportation Department;
- ✓ He/She is 21 years of age or older;
- ✓ He/She agrees to comply with all Transportation Department policies and instructions;
- ✓ Frequent drivers will have to submit a copy of a current M.V.R. (Motor Vehicle Report) and medical report to the Department of Transportation.

Licensing Requirements

Each prospective driver of a university-owned vehicle must possess a valid operator's permit appropriate to the class of vehicle to be driven and the type of passengers/cargo to be carried. Moreover, in as much as Gallaudet University is located within the District of Columbia, said operator's permit must either be issued by the District of Columbia, or recognized as valid by the District of Columbia. Quality points offered in other jurisdictions are not recognized for the purpose of this policy. The University policy prohibits driving of university-owned vehicles in accordance with the schedule:

Quality Point System

All the infractions below will disqualify drivers

Speed 16-20 miles per hour above posted speed limit	4
Fail to stop for a school vehicle with alternately flashing lights	4
Operate a motor vehicle in violation of a restriction on your license	4
Operate a vehicle with a learner's permit unaccompanied by a licensed driver	5
Speed 21 miles per hour or more above posted speed limit	5
Fail to give right-of-way to a pedestrian	5
Commit a misdemeanor crime involving the use of a motor vehicle	6
Fail to yield to an emergency vehicle	6
Leave the scene of a collision in which no personal injury occurs	8
Turn off headlights of a vehicle to avoid identification by a police officer	8

Your license will automatically be revoked if you:	Points
Leave the scene of a collision in which personal injury occurs (hit and run)	12
Flee or attempt to elude a police officer	12
Drive recklessly	12
Operate a vehicle after your driver's license has been suspended or revoked	12
Use the driver's license of another person	12
Receive conviction for an assault or homicide committed with an automobile	12
Operate a vehicle under the influence of, or when impaired by, intoxicating liquor and/or narcotic drugs	12
Operate a vehicle with any measurable amount of alcohol if the person is under 21 years old	12
Commit a felony crime involving the use of a motor vehicle	12
Make a false affidavit or statement under any law relating to motor vehicles	12

Driver Licensing Requirements

Type of Vehicle	Number of Passengers	Age of Passengers	Type of Activity	License Requirement
Non-Commercial Vehicles	Up to 7	n/a	n/a	Valid Operator's Permit
School Buses	8 & Over	Under 18	School-Related	Commercial Driver's License w/ "S" Endorsement
Non-School Buses	15 – 33	n/a	Shuttle & Charter	Commercial Driver's License

Note:

Passengers under 18 years of age are considered children. Children, and Laurent Clerc National Deaf Education Center students, must be carried to and from school, and school related activities, in a yellow school bus or a vehicle meeting school bus construction standards. Gallaudet University mini-vans may not be used for transporting children under 18 years of age.

The driver is responsible for enforcing policies. The Transportation Department has the right to suspend and/or revoke a driver's privileges. Drivers can appeal to the Manager and the Executive Director of the Transportation Department.

Smoking is not permitted in any Gallaudet University owned vehicle.

University-Owned Vehicles

Department Vehicle Fleet

The Transportation Department maintains a fleet of motor vehicles for use by employees conducting university business. Trucks, cargo vans, sedans and mini-vans make up the vehicle fleet. To assure the maximum use and efficiency of this fleet, users of university-owned vehicles are required to follow the guidelines below whenever the need for a vehicle arises.

1. Complete written request for vehicle(s) using the Transportation Request Form on the Transportation Department's webpage. The request must include the full street address of the destination point.
2. The signature of the Budget Unit Head authorizing the request.

3. Submit all requests for transportation service seven (7) days in advance of the trip date.
4. Possess a current valid state driver's license for each anticipated driver of the vehicle.
5. Provide a copy of driver's license to the Transportation Department for approval and documentation.
6. Complete a pre/post trip inspection form.
7. Pick-up and return vehicles at scheduled times.
8. Operate university-owned vehicles in a safe manner at all times.
9. Attend vehicle safety and driver training workshops, seminars, etc.
10. Demonstrate acceptable driving ability.
11. Confirm driver is well-rested and ready to drive on day of trip (No impairment driving, e.g., such as use of prescription drugs.).

School Bus Fleet

The Transportation Department also maintains a fleet of yellow school buses driven by professional drivers for use in transporting MSSD and KDES students to and from school and school-sanctioned activities. When the need to transport children (i.e., individuals under 18 years of age) arises, the District of Columbia law requires that a yellow school bus be used, or vehicles meeting school bus construction standards.

Vehicle Fleet Usage

The Transportation Department has established the following priorities for the use of university-owned vehicles.

The *first* priority is the Laurent Clerc National Deaf Education Center Pupil Transportation Service.

The primary purpose of the Transportation Department's operations is the transporting of students to and from school and school – related activities.

The **second** priority is the provision of transportation services to Gallaudet University, KDES and MSSD students and student activities. This includes activities and programs related to interscholastic sports, intramural sports, course of class field trips, extracurricular activities, continuing education activities, and other programs as approved by the President and Vice Presidents of the University.

The **third** priority is prolonged assignments to various campus departments. At present those departments using vehicles on a prolonged assignment are: Facilities, Department of Public Safety, Laurent Clerc National Deaf Education Center, and Post Office.

The **fourth** priority is the daily Shuttle Service.

The ramification of this service prioritization is that Transportation Department vehicles and drivers are used primarily for the Laurent Clerc National Deaf Education Center Pupil Transportation Service, second for KDES, MSSD and University student activities, third for Prolonged Assignment, and finally for Shuttle Services.

If a shortage of vehicles and/or drivers occurs, the first service to be curtailed is the Shuttle Service. If further support is required, vehicles are temporarily diverted from Prolonged Assignments in order to comply with these priorities.

Likewise, transportation services may be curtailed if a severe shortage of vehicles occurs and the pupil transportation service routes are in need of support. The Manager shall make decisions regarding the use of vehicles, and the diversion of such, in times of shortages.

Because of the limited number of vehicles, the high level of demand for vehicles, and our priorities, departments are required to reserve a vehicle in advance. Reservations are made by submitting a Transportation Service Request to the Transportation Department as described above. Vehicles and/or Drivers are assigned on a first come, first serve basis. Only in emergency situations shall this first come, first serve assignment be altered. The Manager of Transportation determines emergency situations.

Vehicle Restrictions

The following vehicles may be operated by Transportation Department drivers only:

1. School buses.
2. Passenger vehicles exceeding 16 passenger capacities.

Designation and Assignment of Vehicles

Departments are assigned vehicles in one, of two ways:

1. On a prolonged basis; or,
2. On a singular basis for the fulfillment of a one-time need. The singular assignment is considered a transportation service request.

Prolonged Assignment

Prolonged assignment of a university-owned vehicle may be granted to a department when:

1. The performance of daily work requires continuous travel to points difficult to reach on foot with equipment being carried.

2. The performance of daily duties requires a number of stops en route.
3. The responsibilities of certain positions require that a motor vehicle be available for emergency use.
4. Vehicles are required for transporting employees to particular work locations or for transporting employees on inspection trips in widely separate locations.
5. Specialty equipped vehicles are required, which are not suitable for general use.

Requests for prolonged assignment vehicles must be made by the department budget unit head via memorandum to the Manager of the Transportation Department. The memorandum must state the rationale for the assignment and must contain specific information regarding the type of use, quantity of use, number of operators, type of vehicle requested, options required, special features required, and any pertinent information the Manager should be aware of.

All university-owned vehicles assigned on a prolonged basis continue to be managed by the Transportation Department. In compliance with a written Agreement between the user and the Transportation Department, the ultimate responsibility of the maintenance and replacement remains with the Transportation Department. It is the responsibility of the Department to ensure drivers are screened and comply with all policies. The Agreement includes vehicle cost, repair and servicing information, insurance, licensing and the mandatory operations policy. The Agreement can be renewed annually.

Singular Use Assignment:

Vehicles may be requested on a one-time use basis. Requests can be made by members of the faculty and staff who are conducting official university business, on or off campus. All requests for transportation services must:

1. Complete and submit the Transportation Service Request Form to include the signature of the budget unit head within 7 days of request date.
2. Submit copies of drivers' license and Motor Vehicle Report (for last 3 months) for any person operating the university-owned vehicle.
3. Change approved drivers for every 7.5 hours on the road (excluding breaks).
4. Be approved by the Transportation Department in accordance with the guidelines stated herein.

Transportation requests requiring a driver will be handled per the aforementioned prioritization of services. Special requests for specific drivers cannot be honored. Hotel accommodations should be arranged and paid for by the requestor's department when travel requires the overnight stay of the driver.

Singular use vehicle assignment is made according to the department's request whenever feasible. However, vehicle availability, passenger requirements and trip destination, require careful consideration when assigning a specific type of vehicle. Thus, the Transportation Department will assign the most appropriate vehicle to each trip. Confirmation of scheduling will be sent to the requesting department.

Obtaining and Returning University Vehicles

The Transportation Department is open Monday through Friday from 5:30 a.m. to 6:00 p.m. Requestors may obtain vehicles during these operating hours. There are no provisions for pick up during non-business days/hours. Our summer hours (June – mid August) are 6:00 a.m. to 5:30 p.m.

All vehicles must be returned at, or prior to, the time indicated on the Transportation Request Form. During regular working hours, all vehicles must be returned to the Dispatcher for final

disposition. At all other times, the vehicle must be parked in the lot adjacent to the main Transportation Department facility and locked. All keys shall be put in the key depository located outside the Appleby building. **Vehicles not returned at the designated time are subject to added costs for vehicle use.**

A pre- and post-trip inspection shall be performed with the driver and the Scheduler.

Overnight Retention

Under special circumstances, and with prior approval by the Manager of the Transportation Department, a user may wish to retain a vehicle overnight. The conditions under which a vehicle may be retained are:

1. If the user's house is located some distance from the University but closer to where the following day's work is to be performed.
2. If an employee is required, by reason of his or her official duties, to return from a trip to the University after working hours.

In both cases the vehicle must be returned to the Transportation Department by 9:00 a.m. on the following morning.

Transportation Rate Schedules

The Transportation Department charges IRS approved mileage rates. These rates are typically updated in January each year.

Mini-Van/Cargo Van/Car

½ Day @ \$45 plus mileage and \$23/per hour for driver

Full Day @ \$75 plus mileage and \$23/per hour for driver

Bus/Driver/Fuel
\$65/per hour flat rate

Vehicle Maintenance and Service

All repairs, gasoline, fuel, oil, tires and other services required for university-owned vehicles are provided by the Transportation Department. Garage facilities are open Monday through Friday. Operators of university-owned vehicles are requested to report any vehicle defects to the Transportation Department, Supervisor of Vehicle Repairs and Maintenance, or to the Dispatcher, as soon as possible. This assures defects are corrected prior to scheduling the vehicle for future use.

Emergency repairs must be authorized by the Transportation Department during regular working hours. During other hours, the vehicle operator should contact the Department of Public Safety, who will in turn contact Transportation Department personnel. Therefore, vehicle operators are **required** to contact the Transportation Department or the Department of Public Safety **prior** to receiving emergency repairs away from the University. A detailed sales receipt, signed by the person rendering service must be obtained for all repairs, services, and/or purchases. The Finance Department will reimburse the vehicle operator for such services/purchases. All receipts must promptly be returned to the Transportation Department Scheduler with the return of the vehicle.

The University's garage, and its employees, will service university-owned vehicles only. Repairs of personal vehicles are prohibited.

Gasoline and Diesel Fuel

Gasoline and diesel fuel pumps are located at the Transportation facility. Fuel products are to be dispensed into university-owned vehicles only. Campus Units must request a fuel card to dispense fuel product from the tanks. Upon request, the Transportation Department will issue a card. Campus Units will be charged the actual cost of product dispensed. Note: There is a quarterly review of pricing.

Charges for gasoline and diesel fuel are debited monthly from department accounts and are derived from computerized records.

For safety reasons, please turn engine off when pumping product, refrain from using cellular telephones and two-way radios while in the vicinity of the pumps.

University vehicles are prohibited from fueling prior to 9:00am. This time is reserved for the school buses. No exceptions will be granted.

Vehicle Wash Facility

Within the Transportation Department garage is a wash bay. The wash bay is available from 11:00 a.m. to 5:00 p.m. for campus users that wish to clean prolonged assigned vehicles.

Vehicle Accident Reporting

Each university-owned vehicle contains an Accident Report Package in the glove box. Users of university-owned vehicles should review the package to become familiar with its contents. Accident Reports must be completed and submitted

to the Transportation Department immediately following an accident.

All vehicle accidents occurring off-campus must be reported immediately to the proper municipal authorities and to the Transportation Department (report to Department of Public Safety during afterhours). The vehicle operator shall follow those instructions issued by the municipal authorities regarding the recording of the accident and the removal of the vehicle from the accident scene.

On-campus, accidents must be reported to the Department of Public Safety and the Transportation Department immediately. Vehicles involved in on-campus accidents must not be removed from the scene without the approval of the investigating Security Officer and/or the Transportation Department safety personnel.

Drivers of university-owned vehicles involved in accidents are required by law to give the other driver the following information:

1. Driver's license number
2. Vehicle registration number
3. Vehicle insurance company name and policy number
4. Vehicle registration and insurance (contained in the vehicles glove box or drivers' sun visor).

Accidents involving university-owned vehicles are not to be settled by the vehicle operator and at no time is the operator to assume blame or admit fault for the accident. Departments are responsible for insurance deductible.

Vehicle Insurance

The University provides vehicle liability and comprehensive auto insurance coverage for all university-owned vehicles. However, Users departments are punitively responsible for the total amount of the insurance deductible for vehicle accidents and damages while operating university-owned vehicles caused by the operator. The Transportation Department decides the disposition of the vehicle repair processes, i.e., whether the department directly pays for the repair or to report to the insurance carrier based on the amount of damage assessed. Also, User departments are directly responsible for non-accident related cosmetic damages and marring resulting from negligence. Information about automobile insurance coverage is available from the Office of Risk Management.

Additional Department Services

Trip Requests

Individual requests for trips by User departments and activity groups which require both a driver and a vehicle should be requested as outlined in the *Singular Use Assignment* section of this manual. While all trip requests are considered, assignment of equipment and a driver are handled per the prioritization outline in this manual.

When trip requests involve an overnight stay, the requesting department is responsible for reserving and payment of hotel accommodations at a local hotel for the driver. Further, by U.S. Department of Transportation regulations, drivers are required to receive ten (10) hours of rest after being on duty for twelve (12) hours. The Transportation Department reserves the right

to assign an additional driver based on the mileage and driving hours of the trip.

For local trips, drivers must be allowed release time to have a meal and attend to bus/vehicle maintenance. The group leader and driver should coordinate this time to coincide with the trip agenda/itinerary.

Each trip must have an assigned group leader and/or chaperone. This person will be the driver's contact person for all aspects of the trip, is responsible for the decorum of the passengers and is required to sign the Transportation Request Form at the conclusion of the trip.

For safety reasons, drivers are not permitted to operate commercial motor vehicles while people are standing or being disruptive. The driver has the authority at all times to suspend driving until calm and order are restored.

Messenger Service

The Transportation Department offers messenger services to the campus community. Departments can request delivery of small packages and envelopes in the D.C. Metropolitan area. Messenger services can be requested by use of a signed Interdepartmental Invoice and should be made as far in advance as possible. The Interdepartmental Invoice should include the pick-up location (department), the delivery address and indicate the desired time of delivery. It is imperative that all information regarding the pick-up/delivery be placed on the Interdepartmental Invoice. Should the requester require a signed receipt as proof of delivery, they should provide that document as well. Please see the Transportation Department's website for messenger service charges.

Shuttle Service

The Transportation Department operates a shuttle service between the campus and Union Station. There are presently five (5) designations of shuttle service:

Service	Days	Hours of Operation
Weekday	Monday – Friday	6:22 a.m. – 9:45 p.m.
Late Night	Friday & Saturday	10:00 p.m.–12:15 a.m.
Weekend	Saturday & Sunday	10:00 a.m. – 9:13 p.m.
Modified	*See Shuttle Schedule	*See Shuttle Schedule

*Shuttle schedules and all changes can be found on Gallaudet’s Website under Shuttle services.

Faculty, staff and students are required to present their Gallaudet University identification card upon boarding the bus. The Transportation Department has provisions for issuing temporary shuttle identification cards to visitors and guests upon request. Requests can be made via email to: transportation@gallaudet.edu

Shuttle schedules are available at various campus locations including the Transportation Department and the Transportation Department’s website. Shuttle schedules are evaluated twice annually during the months of January and September.

Note:

Not all buses support standing riders while shuttle buses are in motion. Please ask the driver if standing is permitted on the bus you are boarding.

Summary

The ongoing evaluation of guidelines and procedures regarding vehicle use and utilization may necessitate additions or deletions to this Transportation Department User Manual. Amendments are made only as necessary to maintain or upgrade service to the University and its programs. Any changes to this Manual are subject to approval by the Manager.